

## STAC Minutes

July 10, 2006

Meeting held at DNR Conference Center

### In Attendance:

	Adams, Cheri		Howard, Bryan	x	Smith, Pat
	Anderson-Harper, Rosie		Jackson, James		Snyder, Mary
x	Barnett, Sheila		Kempker, Judy		Struempf, Beverly
x	Bassett, Cindy		Krause, Guy		Treu, Deanna
	Benedict-Wiseman, Geri	x	Matthews, Mechelle		Verslues, Lisa
x	Bode-Oliver, Elaine		Mixon-Page, Lorraine	x	Webb, Becky
	Charrier, Jim		Mundell, Jessica		Wilson, Barbara
	Distler, Karen		Oetting, Beth	x	Wiseman, Geri
	Dudenhoeffer, Keith	x	Robinett, Darlene	x	Wolken, Gail
x	Forbis, Allan		Roesti, Jane		Yahnig, Ed
x	Hillstrom, Victoria	x	Sarver, Carla	x	Suzi Middaugh attended for Beverly Struempf
	Horn, Denise		Schulte, Lisa		
			Scroggins, Cynthia		

Chairperson Carla Sarver called the meeting to order and welcomed all members and guests.

### Approval of Minutes:

The minutes from the June meeting were approved.

Old Business: Carla Sarver volunteered as the new STAC Chair, as long as a co-chair has been established.

Action: Beverly Struempf will let STAC know at the next meeting if she will be able to accept the Co-Chair position.

New Business: It was decided by STAC members that having an alphabetical rotation list by Agency for Chair and Co-Chair positions would not be advisable. Darlene Robinett moved that the training policy be revised to reflect this change. Geri Wiseman second the motion.

Action: Carla Sarver, Pat Smith, Cindy Bassett, Alan Forbes and Darlene Robinett will work on the Training Policy. Elaine Bode-Oliver offered to send Carla the 1999 training policy.

It was suggested to allow 30 minutes of committee work at future STAC meetings. Cindy Bassett stated that STAC meets personal and professional needs, making a forum and provides an opportunity to learn from agencies about training provided in state government.

Update from Alan Forbes: Letters will go out soon to prospective STAC members inviting them to join STAC. Alan received STAC's suggestions and will send out the Management Training Rule reporting request soon.

*How full is your bucket* is an upcoming seminar located at the Division of Personnel in Room 490-492 on August 1, 2006, from 8:30 a.m. to 12:30 p.m. and the deadline is July 14. The seminar is free; however, seating is limited to five per agency. This highly interactive program is based on the #1 New York Times and Business Week Bestseller, *How Full is Your Bucket* and reveals how even the briefest interactions can affect working relationships, productivity health and longevity. To register, contact [Teresa.Maher@oa.mo.gov](mailto:Teresa.Maher@oa.mo.gov) or call 573-751-4514. STAC members will be able to attend in addition to the five per agency. This session will count as training for the Management Training Rule.

Darlene Robinett stated she will assist STAC with Web duties.

Alan Forbes checked with the Division of Personnel's attorney and reported, it is acceptable to use clip art for STAC's logo.

The Curriculum Committee is working on the survey regarding Human Rights Commission offering Sexual Harassment Training to agencies. They are also coordinating 7 Habits training.

The Training Trends and Initiatives Committee coordinated the NIMS presentation last month. The Department of Labor has free training for Jefferson City location only, on topics they discuss. This is available to any agency and is recommended to schedule three months in advance.

Round Table: Alan Forbes reported that the Division of Personnel is working on "Ethics in Government" training and it will be offered on 7/25. The class will cover classifications, FMLA, discipline, etc. Gary Fogelbach, Paul Buckley, Bruce Prenger and Frank Jung will teach the session.

Elaine Bode Oliver is conducting training on meeting management. This session encompasses conducting agendas, being an effective participant, building collaboration, and preparing how to conduct productive meetings. Elaine asked if anyone was interested in being certified in Achieve Global. Purchasing workbooks are a bit cheaper for a larger group. \

Action: Elaine will inquire if we can get licensed. A former MODOT employee previously taught Achieve Global to some of the STAC members previously.

Suzie Middaugh is working on team building and workplace desk rage, which covers inappropriate behavior and identifies employee's reactions.

Action: Suzie agreed to present a snapshot of the workplace desk rage session at a future STAC meeting. She is also revamping basic supervision and customer service trainings.

Mechelle Matthews is working on violence in the workplace policy; she's also working on service award recognition, retirement reception, and new employee recognition and state travel policy.

Beverly Struempf is working on time and leave training and new employee orientation. She is using Camtasia Studio. Cindy Bassett stated that she also uses Camtasia Studio. Action: Karen Distler's replacement at Revenue will present a Camtasia Studio presentation at the next STAC meeting. Victoria stated that Revenue provides workforce development training, level one, two and three. Revenue provides classes to include customer service. Victoria will e-mail Elaine Bode-Oliver the video taping for field folks.

Sheila Barnhart stated MODOT has a video lab. They are working on technical transportation training such as chip sealing.

Cindy Bassett is holding a one-day retreat regarding strategic planning.

Geri Wiseman will be conducting performance management.

Becky Webb is conducting report writing and new employee orientation

Pat Smith worked on Effective Interview Skills, Progressive Discipline and 7 Habits.

Darlene Robinett shared that they now hire only on the 16<sup>th</sup> and the 1<sup>st</sup> of each month.

Meeting adjourned at 3:30 p.m.

Following the STAC meeting a presentation was given by Greg Gillispie from Achieve Global.

#### Reminders:

The next STAC meeting is scheduled on August 14 at 1:30 at DNR Conference Center, Route 66 Conference Room at 1738 E. Elm.